



# Southern California Association of Governments

## Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

## PROGRAM MANAGER I, CORRIDORS # 293

**\$5,252 to \$ 7,879 per month (DOE)**

**Typical Hiring Range: \$5,252 to \$6,565 per month**

**Open Until Filled. First Review of Applications: Monday, October 2, 2006.**

### THE POSITION

Under direction of the Transportation Planning Manager, the position functions as the program manager for regional transportation corridor studies. The employee is responsible for, or participates on, a number of corridor studies, many with subregional members or other partners. Other responsibilities include administrative and budgetary functions, liaison with stakeholders and project sponsors, direct coordination with elected officials, and direct supervision of technical consultants.

### Ideal Candidate Qualities:

- Excellent interpersonal skills
- Effective verbal and written communication skills
- Excellent presentation and public speaking skills
- Strategic and creative thinker
- Adaptable and flexible worker
- Experience in administering contracts using Federal funds
- Knowledge of transit and public transportation planning principles
- Politically astute, with experience in dealing with elected officials
- Ability to interpret technical data and develop public policy

The following is a list of typical duties of this vacancy:

- Act as a transportation corridor project manager implementing the annual work plan; preparing project summaries, project scopes and budgets preparation and administration functions;
- Organize and administer task force and study meetings;
- Conduct legislative research and policy analysis for transportation planning and related issues;
- Present information and recommendations to the Regional Council, committees, task forces, advisory committees, and Executive level personnel;

- Confer with elected officials, transportation stakeholders, the public and other agencies;
- Perform technical and policy related research and write reports for other planning activities;
- Supervise technical consultants and provide technical direction and functional supervision to subordinate staff.

### MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university with major course work in urban planning, policy analysis, political science, engineering, economics or a related field. Transportation planning emphasis is highly desirable. Master's degree is desirable.

**Experience and Training:** Five years of increasingly responsible transportation planning or policy experience.

**Knowledge of:** Transportation planning principles; research methods and sources of information related to, transit, urban transportation development, and planning; government organizations, functions, and operating methods; policy development; applicable laws and regulations; principles of economics or transportation planning; methods and techniques of project management; funding requirements of various programs.

**Ability to:** Analyze and compile policy-level and technical information; adapt to multiple task and/or project schedules in a dynamic planning environment; plan and coordinate multi-disciplinary projects; perform legislative research and policy analysis; interpret regional transportation planning programs to the general public and to member agencies; independently investigate planning problems.

## APPLICATION AND SELECTION PROCEDURE

Applicants **must** submit a completed SCAG application and resume to:

### **Southern California Association of Governments**

Attn: Human Resources Office

818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor

Los Angeles, CA 90017

(213) 236-1910

(213) 630-1493 fax

[www.scag.ca.gov](http://www.scag.ca.gov)

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

## EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening, and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period before achieving regular status. Manager and director positions are employed through an annual contract.

## EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$720 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance are provided at no cost to employees. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.

- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

## THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment, and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

## EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.